

FORWARD PLAN FOR THE PERIOD 1 FEBRUARY to 31 MAY 2007

The Forward Plan gives advance information about all "key decisions" the Executive Board, Area Committees or Council officers are expected to take over the forthcoming four-month period. A "key decision", except in special or urgent circumstances, cannot be taken unless it has appeared in the appropriate Forward Plan.

Key decisions

In financial terms, a "key decision" is one that is likely to result in the Council incurring expenditure or the making of savings that are significant with regard to the Council's budget for the related service or function.

The guidance figures for significant items in financial terms are £150,000 for General Fund or £200,000 for Housing Revenue Account. In more general terms, a "key decision" is one that is likely to be significant in terms of its effect on communities living in an area comprising two or more Wards in the Council's area.

Other decisions

Although it is not a statutory requirement, this Forward Plan also contains details of other matters likely to be considered by the Executive Board or other decision-makers, but which are not necessarily "key decisions". This includes prior consideration by the Executive Board of decisions that are to be taken by the Council.

Further information about the decision making process (including key decisions) can be found in the Council's Constitution, which can be inspected at the Council's offices or online at www.oxford.gov.uk

Making Representations

If you wish to make representations about any matter listed on the Plan, then you must contact us at least 15 working days before the decision is due to be made. This can be done

- by email to [blammin@oxford](mailto:blammin@oxford.gov.uk) .gov.uk
- in writing to

Mrs Brenda Lammin
Town Hall
Blue Boar Street
Oxford
OX1 4EY

Inspection of documents

Reports to be submitted to the decision-maker are available for inspection at the offices of the Council five clear working days prior to the date on which the decision is due to be made.

EXECUTIVE PORTFOLIO DETAILS

MEMBER

PORTFOLIO

John Goddard (Leader)	Over-arching Responsibility
David Rundle (Deputy Leader)	Stronger Communities
Alan Armitage	Healthier Environment
Jean Fooks	Cleaner City
Patrick Murray	Improving Housing
Stephen Tall	Better Finances
Caroline van Zyl	Safer City

Key decisions can also be taken by Council officers – details below

EXECUTIVE MEMBER - JOHN GODDARD LEADER/OVERARCHING RESPONSIBILITY

FEBRUARY

ITEM 1: Core Strategy – Preferred Options Document

The Core Strategy will set out strategic elements in the planning framework for Oxford up to 2026. The report will seek approval for the publication of a Preferred Options document for a 6 week consultation period. It will also refer to the Council motions from 20 November 2006 on climate change obligations and social housing requirements.

Target date: 19 February 2007 Executive Board

Decision type: Not key

Is the item to be taken in public? Yes

Report of: Planning Services Business Manager

Contact: Adrian Roche ☎ 01865 252165

email: aroche@oxford.gov.uk

Consultation: Widespread consultation was carried out on the first stage of the Core Strategy in the summer of 2006. There will be further consultation on the Preferred Options document following consideration by the Executive Board.

Scrutiny Committee responsibility: Environment

ITEM 2: Local Development Scheme

The Government Office South East (GOSE) has asked for a new Local Development Scheme to be submitted by the beginning of March.

Target date: 19 February 2007 Executive Board

Decision type: Not key

Is the item to be taken in public? Yes

Report of: Planning Services Business Manager

Contact: Rachel Williams ☎ 01865 252170

email: rwilliams@oxford.gov.uk

Consultation: It may be necessary to report the outcomes of a consultation on this issue at the Executive meeting as they may not be available when the report is published

Scrutiny Committee responsibility: Environment

ITEM 3: Trap Grounds – current position

Target date: Executive Board 19 February 2007

Decision Type: Key

Is this item to be taken in public? Yes

Report of: Planning Services Business Manager and Head of Legal and Democratic Services

Contact: Steve Pickles ☎ 01865 252163 spickles@oxford.gov.uk

Kate Chirside ☎ 01865 252782 kchirside@oxford.gov.uk

Consultation: n/a

Scrutiny Committee Responsibility: Environment

MARCH

ITEM 4: Supplementary Planning Document - Planning Obligations

Supplementary Planning Document for adoption following consultation

Target date: Executive Board 19 March 2007, Council 30 April 2007

Decision Type: Not key

Is this item to be taken in public? Yes

Report of: Planning Services Business Manager

Contact: Lyn Lawrence ☎ 01865 252166 [llawrence@oxford.gov.uk](mailto:l.lawrence@oxford.gov.uk)

Consultation: Widespread consultation has been carried out

Scrutiny Committee Responsibility: Environment

APRIL

ITEM 5: Draft Supplementary Planning Documents

(1) Balance of Dwellings Supplementary Planning Document

Document to provide supplementary planning advice on the delivery of a balanced and suitable distribution of dwelling types.

(2) Telecommunications Supplementary Planning Document:

Document to provide supplementary planning advice on the type of information, and level of detail, which will be expected alongside planning and prior approval applications for telecommunications development, including Health and Radiation Impact Analysis (HRIA).

Target date: 16 April 2007 Executive Board

Decision type: Not key

Is the item to be taken in public? Yes

Report of: Planning Services Business Manager

Contact:

(1) Balance of Dwellings SPD: Tom Morris, ☎ 01865 252143
tmorris@oxford.gov.uk

(2) Telecommunications SPD: Matthew Bates, ☎ 01865 252277
mbates@oxford.gov.uk

Consultation: Early public and stakeholder consultation has been undertaken prior to document preparation

Scrutiny Committee responsibility:

(1) Balance of Dwellings SPD – Housing Scrutiny Committee

(2) Telecommunications SPD – Environmental Scrutiny Committee

EXECUTIVE MEMBER - DAVID RUNDLE STRONGER COMMUNITIES

No items submitted

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EXECUTIVE MEMBER ALAN ARMITAGE – HEALTHIER ENVIRONMENT FEBRUARY

ITEM 1: Playground Refurbishment – request for Major Project Approval and award of contract

Target date: Executive Board 19 February 2007

Decision type: Key

Is the item to be taken in public? Yes

Report of: Leisure and Cultural Services Business Manager

Contact: Ian Sheppard ☎ 01865 257273 email: isheppard@oxford.gov.uk

Consultation: n/a

Scrutiny responsibility: Environment

FEBRUARY/MARCH

ITEM 2. Leisure Best Value Review

A final report from the Leisure Best Value Review making recommendations for action

Target date: 19 February or 19 March 2007 Executive Board

Decision type: Key

Is the item to be taken in public? Yes

Report of: Strategic Director, Physical Environment

Contact: Margs Mernagh, ☎ 01865 257232

email: mmernagh@oxford.gov.uk

Consultation: Finance Scrutiny Committee

Scrutiny Committee responsibility: Finance

MARCH

ITEM 3. Play Facility Action Framework

Target date: 19 March 2007 Executive Board

Decision type: Key

Is the item to be taken in public? Yes

Report of: Leisure and Cultural Services Business Manager

Contact: John Wade ☎ 01865 467255

email: jwade@oxford.gov.uk

Consultation: All Area Committees late 2006 – an extension to the public consultation period was agreed by Executive Board on 18 December 2006

Scrutiny Committee responsibility: Environment

ITEM 4: Leisure Indoor Facilities Review

Target date: Executive Board 19 March 2007

Decision type: Key?

Is the item to be taken in public? Yes

Report of: Leisure and Cultural Services Business Manager

Contact: Margs Mernagh, ☎ 01865 257232

email: mmernagh@oxford.gov.uk

Consultation: Environment Scrutiny Committee 12 February 2007
Scrutiny responsibility: Environment

EXECUTIVE MEMBER JEAN FOOKS – CLEANER CITY

FEBRUARY

ITEM 1: Oxford Waste Partnership governance arrangements

Target date: 19 February 2007 Executive Board

Decision Type: Key

Is this item to be taken in public? Yes

Report of: Interim City Works Business Manager

Contact: Philip Dunsdon ☎ 01865 252958 email: pdunsdon@oxford.gov.uk

Consultation: n/a

Scrutiny Committee Responsibility: Environment

ITEM 2: Status of Bus Shelters in Oxford – update

Target date: 19 February 2007 Executive Board

Decision Type: Key (provisionally)

Is this item to be taken in public? Uncertain – it will depend on the outcome of negotiations; even if the report is a public document it is very likely there will be an appendix containing commercially sensitive material that is exempt from publication

Report of: Interim City Works Business Manager

Contact: Kate Stratford ☎ 01865 252957 email: kstratford@oxford.gov.uk

Consultation: Environment Scrutiny Committee

Scrutiny Committee Responsibility: Environment

MARCH

ITEM 3: Oxford Waste Partnership financial contribution

Target date: 19 March 2007 Executive Board

Decision Type: Key

Is this item to be taken in public? Yes

Report of: Interim City Works Business Manager

Contact: Philip Dunsdon ☎ 01865 252958 email: pdunsdon@oxford.gov.uk

Consultation: n/a

Scrutiny Committee Responsibility: Environment

ITEM 4: Air Quality Management - Low Emission Zone Feasibility Study

Target date: 19 March 2007 Executive Board

Decision Type: Key

Is this item to be taken in public? Yes

Report of: Environmental Health Business Manager
Contact: Trevor Dixon ☎ 01865 252296 email:tdixon@oxford.gov.uk
Consultation: Environment Scrutiny Committee 15 January 2007 and to the relevant Area Committees
Scrutiny Committee Responsibility: Environment

EXECUTIVE MEMBER PATRICK MURRAY – IMPROVING HOUSING

FEBRUARY

ITEM 1: Affordable Housing Development Scrutiny Review

Findings and recommendations from a Housing Scrutiny Committee review of 2006/07

Target date: 19 February 2007 Executive Board

Decision Type: Key

Is this item to be taken in public? Yes

Report of: Housing Scrutiny Committee

Contact: Andrew Davies ☎ 01865 252433 email:adavies@oxford.gov.uk

Consultation: Housing Scrutiny Committee – 15 January 2007

Scrutiny Committee Responsibility: Housing

ITEM 2: Options for miscellaneous non-housing HRA properties

The report will set out options for a public house in Jericho, which is an HRA asset

Target Date: 19 February 2007 Executive Board

Decision type: Key

Is the Item to be taken in public? Yes

Report of: Head of Oxford City Homes

Contacts: Roy Summers 01865 253608 rsummers@oxford.gov.uk

Chris Pyle 01865 335411 cpyle@oxford.gov.uk

Consultation: Housing Scrutiny Committee 15 January 2007, Housing Advisory Board

Scrutiny Committee Responsibility: Housing

ITEM 3: Appointment of Developer Partner, Rose Hill Redevelopment

The report will set out details of the tenders for the Rose Hill redevelopment project and seeks approval to appoint a Developer partner to carry out the scheme. It also seeks delegated authority for Strategic Director (Housing, Health and Communities) and Head of Legal and Democratic Services to negotiate and then enter into the appropriate legal agreements on behalf of the Council.

Target Date: 19 February 2007 Executive Board

Decision type: Key

Is the Item to be taken in public? Yes, but details of tenders will be contained in an appendix exempt from publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (information relating to the financial or business affairs of any particular person [including the authority holding that information])

Report of: Community Housing Business Manager

Contacts: Steve Northey 01865 252717 snorthey@oxford.gov.uk

Consultation: Housing Scrutiny Committee

Scrutiny Committee Responsibility: Housing

ITEM 4: Sheltered Housing Blocks

Following a review/feasibility study of the Council's sheltered housing schemes the report will set out options and proposals for the future.

Target Date: 19 February 2007 Executive Board

Decision type: Key

Is the Item to be taken in public? Yes

Report of: Head of Oxford City Homes

Contacts: Roy Summers 01865 253608 rsummers@oxford.gov.uk

Consultation: Housing Scrutiny Committee 15 January 2007, Housing Advisory Board

Scrutiny Committee Responsibility: Housing

ITEM 5: Approval of three housing strategies following a period of consultation

The report will seek final approval from members for the Older People's Housing Strategy, the Black and Ethnic Minority Housing Strategy, and the Private Sector Housing Strategy, as amended following the consultation period.

Target date: 19 February 2007 Executive Board and to the next available Council meeting

Decision Type: Key

Is this item to be taken in public? Yes

Report of: Community Housing Business Manager

Contact: Fiona Brown ☎ 01865 252633 email:fbrown@oxford.gov.uk

Consultation: A report has gone to members detailing the consultation plans on the draft strategies

Scrutiny Committee Responsibility: Housing

MARCH

ITEM 6: Department of Communities and Local Government Homelessness Directorate Revenue Allocation

Target date: 19 March 2007 Executive Board and 30 April 2007 Council

Decision Type: Key

Is this item to be taken in public? Yes

Report of: Community Housing Business Manager

Contact: Nerys Parry ☎ 01865 252825 email:nparry@oxford.gov.uk

Consultation: Housing Scrutiny Committee

Scrutiny Committee Responsibility: Housing

ITEM 7: Choice Based Lettings and New Allocation Scheme

Target date: 19 March 2007 Executive Board and 30 April 2007 Council

Decision Type: Key

Is this item to be taken in public? Yes

Report of: Community Housing Business Manager

Contact: Dave Scholes ☎ 01865 252636 email:dscholes@oxford.gov.uk

Consultation: Statutory consultation with key stakeholders; also Oxford Tenants' Panel, Housing Advisory Board and Housing Scrutiny Committee

Scrutiny Committee Responsibility: Housing

ITEM 8: Annual Lettings Plan – allocations percentages

Report to recommend new percentage targets for the allocation of social housing in 2007/08, to identify the reason for this and the potential impacts as a result

Target date: 19 March 2007 Executive Board and 30 April 2007 Council

Decision Type: Key

Is this item to be taken in public? Yes

Report of: Community Housing Business Manager

Contact: Marianne Upton ☎ 01865 252633 email:mupton@oxford.gov.uk

Consultation: Statutory consultation with key stakeholders; also Oxford Tenants' Panel, Housing Advisory Board and Housing Scrutiny Committee

Scrutiny Committee Responsibility: Housing

EXECUTIVE MEMBER

STEPHEN TALL – BETTER FINANCES

FEBRUARY

ITEM 1: Setting the Council Tax for 2007/08

Target date: 26 February 2007 Executive Board and Council

Decision type: Not key

Is the item to be taken in public? Yes

Report of: Strategic Director, Finance and Corporate Services

Contacts: Adrian Wood ☎ 01865 252619

email: awood@oxford.gov.uk

Consultation: Not applicable

Scrutiny Committee responsibility: Finance

FEBRUARY/MARCH

ITEM 2: Horspath Resource Centre – financial information

Information on how the Council grant given to the Horspath Resource Centre in May 2006 had been used, and a full financial profile for the Resource Centre covering a period of 2 years, to include revenue implications
Target date: February/March 2007 Executive Board and Cowley Area Committee

Decision type: Not key

Is the item to be taken in public? Yes

Report of: Neighbourhood Renewal Business Manager

Contact: Alun Davies ☎ 01865 252839 email: addavies@oxford.gov.uk

Consultation: no information given

Scrutiny Committee Responsibility: Community/Finance

ITEM 3: Major project approval to award a contract to enable payments to be made to the Council at non-Council premises

Target date: 19 February or 19 March 2007 Executive Board

Decision Type: Key

Is this item to be taken in public? Yes

Report of: Facilities Management Business Manager

Contact: Jane Lubbock ☎. 01865 252218 email: jlubbock@oxford.gov.uk

Consultation: Internal users

Scrutiny Committee Responsibility: Finance

MARCH

ITEM 4. Quarter 3 Performance Monitoring Report

Target date: 19 March 2007 Executive Board

Decision type: Not key

Is the item to be taken in public? Yes

Report of: Chief Executive

Contacts: Claire Taylor ☎ 01865 252743

email: ctaylor@oxford.gov.uk

Consultation: Finance Scrutiny Committee

Scrutiny Committee Responsibility: Finance

EXECUTIVE MEMBER

CAROLINE VAN ZYL – SAFER CITY

FEBRUARY

ITEM 1: Carers' Strategy (provisional item)

The report will refer to new legislation, set out new duties for district councils and invite the City Council to adopt the Carers' Strategy developed by Oxfordshire County Council.

Target date: 19 February 2007 Executive Board (and possibly on to Council depending on whether the strategy is considered to be part of the Council's Policy Framework)

Decision type: Key (provisionally)

Is the item to be taken in public? Yes

Report of: Neighbourhood Renewal Business Manager

Contact: Val Johnson ☎ 01865 252209 email: vjohnson@oxford.gov.uk

Consultation: n/a

Scrutiny Committee Responsibility: Community

FEBRUARY/MARCH

ITEM 2: Grants for Community and Voluntary Organisations

Target dates:

North East Area Committee – 20 February 2007

East Area Parliament 21 February 2007

North Area Committee – 1 March 2007

South East Area Committee – 5 March 2007

Cowley Area Committee – 7 March 2007

Central, South and West Area Committee – 13 March 2007

Executive Board - 19 March 2007 (for city wide applications)

Decision type: Key (Executive Board only)

Is the item to be taken in public? Yes

Report of: Neighbourhood Renewal Business Manager

Contact: Nicola Harrison ☎ 01865 252597 email: nharrison@oxford.gov.uk

Consultation: n/a

Scrutiny Committee Responsibility: Community

MARCH

ITEM 3: Welfare Advice Provision

Review of welfare advice provision in the City and options for future procurement and funding arrangements

Target date: 19 March 2007 Executive Board

Decision type: Key

Is the item to be taken in public? Yes

Report of: Strategy and Review Business Manager

Contact: Penny Randall ☎ 01865 2521317 email: prandall@oxford.gov.uk

Consultation: Advice centre managers and trustees, Area Committees, relevant Council officers, Community Scrutiny Committee 20 February

Scrutiny Committee Responsibility: Community

KEY DECISIONS TO BE TAKEN BY OFFICERS

Decisions to be taken by the Chief Executive: None

Decisions to be taken by the Strategic Director, Finance and Corporate Services: None

Decisions to be taken by the Strategic Director, Housing, Health and Community: None

Papers submitted from time to time to the Supporting People Commissioning Body (delegated authority granted by the Executive Board on 19 May 2003)

MARCH

Review of Five-year Strategy
Annual Plan for 2007/08
Forward agendas
2006/07 grant budget report
(These items may involve key decisions being made.)

Reports to the Supporting People Commissioning Body on 23 March 2007 will be distributed by Oxfordshire County Council. For further details contact Julie Dean, at the County Council - email Julie.Dean@oxfordshire.gov.uk or telephone (0185) 815322

Papers submitted from time to time to the LIFT Strategic Partnering Board (delegated authority granted by the Executive Board on 16 September 2003): None

Key Decisions to be taken by the Strategic Director, Housing, Health and Community following advice from the Housing Advisory Board (delegated authority granted to the Strategic Director by Council on 7 March 2005): None

Key Decisions to be taken by the Strategic Director, Physical Environment: None